

Examples of Costs to be Reimbursed and Paid from Management Fee

Cost to be Reimbursed by HPHA	Costs to be Paid from Management Fee
Administrative/Maintenance Personnel such as salaries, medical benefits, taxes, GE taxes, etc.	Contractor's supervisory staff salaries, fringe benefits and taxes.
Mileage for Contractor's personnel (administrative/maintenance) for direct administrative/maintenance duties (i.e. travel between properties)	Contractor's overhead expenses (postage, telephone, copying and supplies
Accounting/Bookkeeping Fees	Training of Contractor's staff
Required General Liability/Automobile/Workers Compensation Expenses of Contractor	Advertising expenses for recruitment of all Contractor's staff
	Retirement/Vacation/Sick Leave Pay

RFP PMB-2013-13

Competitive Sealed Proposals Application Identification Form

Hawaii Public Housing Authority
Procurement Office
1002 North School Street, Bldg. D
Honolulu, Hawaii 96817

Procurement Officer:

The undersigned has carefully read and understands the terms and conditions specified in the Competitive Sealed Proposals and hereby submits the following proposal to perform the work specified.

That the undersigned further understands and agrees that by submitting this Competitive Sealed Proposal, 1) it is declaring its Proposal is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) it is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Date: _____

Telephone No.: _____

Fax No.: _____

Payment address, if other than street
address at right:

Hawaii General Excise Tax Lic. I.D. No.:

Social Security or Federal I.D. No.:

Hawaii Real Estate Broker's License No. :

Expiration Date

Respectfully Submitted,

Legal Name of Offeror

Authorized Signature (Original)

Title

Street Address

City, State, Zip Code

Applicant is: ☐ Individual ☐ Partnership ☐ Corporation ☐ Joint Venture

State of Incorporation: ☐ Hawaii *☐ Other _____

*If "other", is corporate seal available in Hawaii? ☐ Yes ☐ No

Offeror shall list business firms and/or government agencies to which they have provided similar or identical services to those required by the RFP.

	<u>Firm or Agency</u>	<u>Contact Person</u>	<u>Telephone No.</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Applicant's Office Address: _____

Name of Person to Contact: _____

Telephone Number: _____ Fax Number: _____

Insurance coverage to be provided by:

Commercial General Liability: _____

Name of Agent: _____

Telephone Number: _____

Workers Comp: _____

Automobile Insurance: _____

Authorized Representative's Signature _____

Name and Title _____

Years 2013 and 2014**www.dhrd.hawaii.gov****Holidays to be Observed by the
HAWAII STATE GOVERNMENT**

Website where State Holiday Schedule posted

Compiled by the State Department of Human Resources Development, created 4/2012. Accurate as of date of compilation. For use by State government agencies. See footnotes for more information. Sources: Hawaii Revised Statutes as amended; State Constitution as amended; and the Reference Desk of the Hawaii State Library.

Year 2013 HAWAII STATE HOLIDAYS

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2013</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year's Day.....	Jan. 1 Tuesday.....	The first day in January
Dr. Martin Luther King, Jr. Day.....	Jan. 21 Monday.....	The third Monday in January
Presidents' Day.....	Feb. 18 Monday.....	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day.....	Mar. 26 Tuesday.....	The twenty-sixth day in March
Good Friday.....	Mar. 29 Friday.....	The Friday preceding Easter Sunday
Memorial Day.....	May 27 Monday.....	The last Monday in May
King Kamehameha I Day.....	June 11 Tuesday.....	The eleventh day in June
Independence Day.....	July 4 Thursday.....	The fourth day in July
Statehood Day.....	Aug. 16 Friday.....	The third Friday in August
Labor Day.....	Sept. 2 Monday.....	The first Monday in September
Veterans' Day.....	Nov. 11 Monday.....	The eleventh day in November
Thanksgiving.....	Nov. 28 Thursday.....	The fourth Thursday in November
Christmas.....	Dec. 25 Wednesday.....	The twenty-fifth day in December

Year 2014 HAWAII STATE HOLIDAYS

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2014</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year's Day.....	Jan. 1 Wednesday.....	The first day in January
Dr. Martin Luther King, Jr. Day.....	Jan. 20 Monday.....	The third Monday in January
Presidents' Day.....	Feb. 17 Monday.....	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day.....	Mar. 26 Wednesday.....	The twenty-sixth day in March
Good Friday.....	April 18 Friday.....	The Friday preceding Easter Sunday
Memorial Day.....	May 26 Monday.....	The last Monday in May
King Kamehameha I Day.....	June 11 Wednesday.....	The eleventh day in June
Independence Day.....	July 4 Friday.....	The fourth day in July
Statehood Day.....	Aug. 15 Friday.....	The third Friday in August
Labor Day.....	Sept. 1 Monday.....	The first Monday in September
General Election Day.....	Nov. 4 Tuesday.....	The first Tuesday in Nov. following the first Monday of even-numbered years. (Hawaii State Constitution, Article 2 – Section 8)
Veterans' Day.....	Nov. 11 Tuesday.....	The eleventh day in November
Thanksgiving.....	Nov. 27 Thursday.....	The fourth Thursday in November
Christmas.....	Dec. 25 Thursday.....	The twenty-fifth day in December

FOOTNOTES: Hawaii Revised Statutes (HRS) 8.2 requires holidays that fall on Saturdays to be observed on the preceding Friday and holidays that fall on Sundays to be observed on the following Monday. As of September 2001, these are the legal holidays defined in the HRS to be observed by the State, the State Judiciary, and county governments in Hawaii. Federal government and local banking holidays differ. Public school "breaks" are not included. For State agencies that operate on other than Monday-Friday 7:45 AM to 4:30 PM schedules, also refer to appropriate collective bargaining agreements. Election days are established by the State Constitution. Created 4/23/2012 subject to change.